



STATE OF ARKANSAS
**Department of Finance
and Administration**

OFFICE OF STATE PROCUREMENT
1509 West Seventh Street, Suite 300
Post Office Box 2940
Little Rock, Arkansas 72203-2940
Phone: (501) 324-9316
Fax: (501) 324-9311
<http://www.state.ar.us/dfa>

MEMORANDUM

TO: All State Agencies, Boards and Commissions and Institutions of Higher Education

ATTENTION: **Chief Fiscal Officers and Purchasing Officials**

FROM: Joe Giddis, Director
State Procurement

DATE: August 21, 2001

SUBJECT: Professional and Consulting Services Contracts

On August 17, 2001 the enclosed document addressing changes to the regulation governing sole source procurement of professional and consultant service contracts and establishing an exemption from review for contracts with an assessed value of \$25, 000 or less was presented to the Legislative Council. The Council concurred with both recommendations. The emergency provisions of the Administrative Procedures Act, Arkansas Code Annotated Section 25-15-204 (2)(b) will be used to immediately implement the changes to the sole source provisions.

Mr. Jerry Hester will continue with the comprehensive review of the regulations governing professional and consultant services contracts. The cross-functional team that reviewed the sole source regulation will reconvene to continue this work.

The OSP web site has an icon "Professional and Consultant Services Contracts" under which information on the team's review will be posted as well as where the internet version of the "legal public notice of intent" will be posted. Agencies must provide to OSP, via e-mail or on disk a word document (.doc) of the notice. OSP will be responsible for posting to the web site for the specified time.

Recommend that the each official responsible for professional and consultant services contracts review the attached document especially the section on "Explanatory Notes". The notes provide the details of how the provisions of the changes are intended to work. If you have any questions please e-mail Jerry Hester at jerry.hester@dfa.state.ar.us or Nancy Cothren at nancy.cothren@dfa.state.ar.us.

Enclosure

CC:
SEN Fitch, REP Hausam, Co-Chairs, Review Committee
Dick Barclay
Tim Leathers
Tom smith